

**CITY OF LAS VEGAS
FINANCE DEPARTMENT
IMPROVEMENT PLAN
DIRECTOR-Pamela Marrujo
July 2013**

Operational Reports:
June 2013

The mission of the Finance Department is as follows:

The City of Las Vegas' Finance Department through fiscal responsibility and accountability will ensure public funds are expended for essential and requested services in order to enhance the quality of life for the entire constituency.

The Finance Department continues to monitor department's budgets to ensure that the City continues to be fiscally responsible. In accordance with Section 6-6-6 NMSA 1978, the approved budget is binding on local officials and governing authorities.

Preparation for the Fiscal Year 2014 Budget began in March. Internal budget hearings took place with each department to discuss budget requests. The departments were asked to cut their budgets by 3-4%. The Preliminary Budget was presented to the Governing Body on May 9, 2013 in an open meeting. The Governing Body approved the budget on May 21, 2013 for submittal to Department of Finance and Administration. DFA approved our budget on June 10, 2013. We will continue working on the budget, incorporating any changes needed and will turn in a final budget by the end of July.

A big thanks goes out to the City Finance Staff and City Directors and their staff for their assistance in the budget preparation. It takes a group effort to put a document such as a budget together. Also, thank you to our Governing Body for their support in our budget document as well.

The department continues to work on re-design of the City website. We are expecting it to be more user-friendly and easy to toggle through. This will serve as a tool to constituents and assist like a 24 hour city hall. Staff is working with Administration to put together the best design.

The City hired 140 Summer youth employees for an 8 week program. They will help out in various departments and assist employees in their daily tasks. Staff will be teaching them their daily jobs and work towards helping develop a skill that the summer youth employee can take with them.

June is the last month of the fiscal year so our department continues to work toward closing out the year smoothly. End of year processes will be followed and auditors will be in the office shortly to begin their audit on the City's finances. They will be in the office for several weeks beginning July 22, 2013.

Our department is committed to fiscal responsibility and ensuring the City portrays that by showing transparency. Our department continually strives to be prompt, professional and efficient in all that we do.

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GOAL	IMPROVEMENT PLAN	FINANCIAL RESOURCES	RESPONSIBLE PARTY	START DATE	END DATE
Develop an aggressive financial implementation plan that maximizes leveraging opportunities	<ul style="list-style-type: none"> Review tax base for possible taxing- Additional tax revenues will help leverage money for high dollar projects 	Tax increase may need to go before voters (cost of election)	Pamela Marrujo; Paul Cassidy, RBC		
	<ul style="list-style-type: none"> Rededication of Recreations ¼% GRT tax-Possibility of rededicating tax for other purposes. Need to promote a project or another purpose for tax. 	Rededication will need to go before voters (cost of election)	Pamela Marrujo; Paul Cassidy, RBC Manager		
Progress: Meeting will be coordinated and scheduled with Financial Advisor and City Staff to discuss the above possibilities.					
Modernize and improve city facilities, enterprises, and services. Specific areas targeted for improvement	<ul style="list-style-type: none"> Rate Increases- Increase in rates will generate additional revenues to help fund the numerous projects in the water and wastewater departments. 	Increased rates will generate money needed for needed improvements and will cash fund projects.	Pamela Marrujo Ken Garcia, Utility Director Red Oak Consulting Paul Cassidy, RBC	6/1/12	Complete 10/31/12

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	<p>Additionally, it will help the debt coverage requirements.</p> <ul style="list-style-type: none"> Upgrade and Improve billings (utility)-Billing errors occur. City is upgrading to another system that should be able to incorporate "red flags" based on thresholds identified by staff 	Software system implementation (paid for in FY 2012)	Pamela Marrujo Ken Garcia, Utility Director Tyler Technology	On-going	Complete 10/31/12
<p>Progress: Rate ordinance was presented to Council on September 10, 2012 for publication. Council approved a water rate increase at a special meeting on September 28, 2012. They will reflect on the customers December bills. Tyler Technologies has implemented the utility software.</p>					
Create stronger partnerships with public, private agencies and non-profit-organizations					
<p>Progress:</p>					
Develop an eco-friendly community	<ul style="list-style-type: none"> The Department will attempt to use less paper by emailing documents and printing/copying two sided documents. 	Should reduce money spent on paper.	Finance staff	On-going	

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Progress:

Printing/Copying double sided document when necessary and Recycling is how Finance is developing an eco-friendly community

Audit Improvement	<ul style="list-style-type: none"> AUDIT FINDING 2007-04 Timely Preparation of Bank Reconciliations 	Additional employee	Finance Staff		6/30/13
	<ul style="list-style-type: none"> 2012-01 Financial Review and Reconciliation-Segregation of Duties 	Additional employee	Finance Staff		6/30/13
	<ul style="list-style-type: none"> 2012-02 Timely Submission of HUD Report. 	Create checklist	Housing Staff		6/30/13
	<ul style="list-style-type: none"> 2012-03 Timely Submission of CDBG Progress Reports 	Central Monitoring	City Staff		6/30/13
	<ul style="list-style-type: none"> 2012-04 Fuel Card Monitoring 	Create Admin Reg.	Finance Staff		4/30/13
	<ul style="list-style-type: none"> 2012-05 Untimely Deposits-Municipal Court 	Create process to follow.	Municipal Staff/Finance		Work In progress
	<ul style="list-style-type: none"> 2012-06 Municipal Court Bank Accounts 	Work with Municipal staff to transition	Municipal Staff/Finance		Work in progress
	<ul style="list-style-type: none"> 2012-07 Cell Phone Usage Policy 	Create Admin Reg.	Finance /HR		4/30/13

Progress:

AUDIT-

Staff works hard daily toward eliminating current findings and avoiding future findings. Fiscal Year 2013 audit schedule has been discussed with staff and Audit firm staff.

SOFTWARE SYSTEM-

The new software system is working efficiently in most areas. Staff, along with Tyler Support is working diligently to address issues at hand and get them corrected.

Public Safety will be working toward implementation along with courts in the near future.